



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT <b>LEAVES OF ABSENCE FOR PERSONAL REASONS (WITHOUT PAY)</b>	POLICY NO. <b>604.5</b>	EFFECTIVE DATE <b>10/1/89</b>	PAGE <b>1 of 1</b>
APPROVED BY: <b>original signed by: ROBERTO QUIROZ</b> <div>Director</div>	SUPERSEDES <b>708.06 4/2/79</b>	ORIGINAL ISSUE DATE <b>4/2/79</b>	DISTRIBUTION LEVEL(S) <b>1</b>

### PURPOSE

- 1.1 To provide guidelines for leaves of absence and emergency leaves for personal reasons without pay.

### POLICY

- 2.1 A leave of absence for personal reasons must have Deputy Director prior approval. The granting of such leaves is discretionary, based on the needs and responsibilities of the Department, the interest of the public, and the needs of the employee.

### PROCEDURE

- 3.1 A request for leave of absence must be submitted in writing to the employee's immediate supervisor, who will process the request up the chain of command for review and authorization by the Deputy Director.
- 3.2 In cases of emergency, where it is not possible to obtain prior approval, Deputy Director will consider all extenuating circumstances in determining if such leaves will be approved.

### AUTHORITY

Department of Mental Health Policy